



DEPARTMENT OF PERSONNEL & ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.
09-28

DEPARTMENT	DIVISION	SECTION	PERMANENT <input checked="" type="checkbox"/>
Corrections	Office of the Inspector General	Not Applicable	NON-PERMANENT <input type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
1	<p>SERIES: ADMINISTRATIVE RECORDS</p> <p>Attorney opinions</p> <p>Delegation of appointing authority</p> <p>Expert records <i>Records retained by a staff member who serves as an expert to document expertise in the specialized area (i.e., polygraph administrator)</i></p> <p>General documentation of significance <i>Letters, memoranda, and other writings having policy, administrative, legal, fiscal, historical, informational, or statistical value or potential public interest</i></p> <p>General orders <i>Directives or standard operating procedures issued by the Inspector General governing the overall operation, administration, policies, and procedures of the Office of Inspector General; such documents may include e-mail messages</i></p> <p>Operations manuals <i>Inspector general manual, Sleuth manual, and any other operating manual</i></p> <p>Organizational charts</p> <p>Policies and procedures <i>Operational memoranda and source documents for policies and procedures</i></p>	Permanent	

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual.

State Archivist's Signature <i>Terry Litchner</i>	Date 10/15/08	Records Liaison Officer's Signature <i>[Signature]</i>	Date 08/21/2008
Attorney General's Signature <i>Paul Sanjo</i>	Date 10/10/08	State Auditor's Signature <i>[Signature]</i>	Date 10/28/08



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2	SERIES: ADMINISTRATIVE RECORDS (continued) OIG statistical report (annual) SERIES: BACKGROUND INVESTIGATIONS RECORDS Background investigations records – persons hired and persons not hired	Permanent	
3	SERIES: CASE RECORDS – CRIMINAL INVESTIGATIONS UNIT Felony case records – major felonies and violent crimes <i>Homicide, kidnapping, deaths relating to criminal acts, arson with fatalities, forgery, assaults, escapes, and officers killed</i> Missing person case records Sex assault case records	Permanent	
4	SERIES: EMPLOYEE DRUG DETERRENCE PROGRAM Employee drug testing results – positive <i>Test results associated with random, reasonable suspicion, and probationary tests and refusal to test; quarterly random tests and results</i> Letters to employees with positive test results	Permanent	

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State Archivist's Signature <i>Terry Kitchner</i>	Date 10/15/08	Records Liaison Officer's Signature <i>[Signature]</i>	Date 08/21/2008
Attorney General's Signature <i>Paul Sandoz</i>	Date 10/10/08	State Auditor's Signature <i>[Signature]</i>	Date 10/28/08



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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
5	SERIES: INMATE DRUG REDUCTION PROGRAM Logs of inmates participating in Inmate Drug Reduction Program deferred sentence program	Permanent	
6	SERIES: INTELLIGENCE FILES Database tracking system Security threat group files	Permanent	
7	SERIES: PRISON RAPE ELIMINATION ACT (PREA) RECORDS Assessment instrument records Offender orientation materials Staff training materials Tracking of incident, investigations, and prosecutions	Permanent	
8	SERIES: SEX OFFENDER REGISTRATION AND VICAP RECORDS Sex offender registration and ViCAP files Notices to register and supporting documents	Permanent	

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State Archivist's Signature <i>Terry Ketelsen</i>	Date 10/15/08	Records Liaison Officer's Signature <i>[Signature]</i>	Date 08/21/2008
Attorney General's Signature <i>Paul Sandoz</i>	Date 10/10/08	State Auditor's Signature <i>[Signature]</i>	Date 10/28/08



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9	SERIES: SEX OFFENDER REGISTRATION AND VICAP RECORDS (continued) Sexually violent predators – public notifications <i>Notices given by the Office of Inspector General to law enforcement agencies regarding sexually violent predators</i> SERIES: WEAPONS AND FIREARM RECORDS Issue logs for peace officer identification cards	Permanent	

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State Archivist's Signature <i>Terry Kitchison</i>	Date <i>10/15/08</i>	Records Liaison Officer's Signature <i>[Signature]</i>	Date 08/21/2008
Attorney General's Signature <i>Paul Hanzo</i>	Date <i>10/10/08</i>	State Auditor's Signature <i>[Signature]</i>	Date <i>10/28/08</i>



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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
1	SERIES: ADMINISTRATIVE RECORDS General correspondence and routine documents <i>Letters, memoranda, and other writings having no policy, administrative, legal, fiscal, historical, informational, or statistical value or are related to the day-to-day operations of the Office of Inspector General; this does not include routine e-mail communications</i>	2 years + current	Shred or incinerate
2	SERIES: CASE RECORDS – CRIMINAL INVESTIGATIONS UNIT Assist other agency records <i>Documentation associated with any action taken by the Office of Inspector General at the request of another law enforcement agency or public entity</i> Canine records Felony (non-major and nonviolent crimes), misdemeanor, and traffic accident case records Death case records – noncriminal	5 years + current 5 years + current 10 years + current 10 years + current	Shred or incinerate Shred or incinerate Shred or incinerate Shred or incinerate
3	SERIES: CASE RECORDS – PROFESSIONAL STANDARDS UNIT Professional standards cases with no criminal elements	10 years + current	Shred or incinerate

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State Archivist's Signature <i>Perry Kitchin</i>	Date 10/15/08	Records Liaison Officer's Signature <i>[Signature]</i>	Date 08/21/2008
Attorney General's Signature <i>Paul Hango</i>	Date 10/10/08	State Auditor's Signature <i>[Signature]</i>	Date 10/28/08



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4	SERIES: CASE RECORDS – PROFESSIONAL STANDARDS UNIT (continued) Professional standards cases with criminal element	Life of related case	Shred or incinerate
	SERIES: EMPLOYEE DRUG DETERRENCE PROGRAM Employee drug testing results – negative <i>Test results associated with random, reasonable suspicion, and probationary tests</i>	5 years + current	Shred or incinerate
	Quarterly random testing logs and results	5 years + current	Shred or incinerate
5	SERIES: INMATE DRUG REDUCTION PROGRAM Inmate Drug Reduction Program deferred sentence program <i>Court orders, background testing information, communication with case managers, and other records associated with the deferred sentence</i>	3 years following completion	Shred or incinerate
6	SERIES: INSPECTIONS AND AUDITS Case records of inspections and audits	10 years + current	Shred or incinerate

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Attorney General's Signature <i>Paul Sandoz</i>	Date <i>10/10/08</i>	State Auditor's Signature <i>[Signature]</i>	Date <i>10/28/08</i>



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7	SERIES: PRISON RAPE ELIMINATION ACT (PREA) RECORDS Grant applications, awards, and other records relating to the administration of the PREA grant	10 years + current	Shred or incinerate
8	SERIES: SECURITY RECORDS – HQ Incident reports	3 years + current	Shred or incinerate
9	SERIES: SEIZURE FUND DOCUMENTATION All documentation associated with seizure fund	7 years + current	Shred or incinerate
10	SERIES: WEAPONS AND FIREARM RECORDS Peace officer identification cards with or without concealed weapons authorizations	Employee's separation	Shred or incinerate
NOTE: No record shall be destroyed under this schedule so long as it pertains to any pending legal case, claim, action, or audit.			

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State Archivist's Signature <i>Jerry Ketchum</i>	Date 10/15/08	Records Liaison Officer's Signature <i>[Signature]</i>	Date 08/21/2008
Attorney General's Signature <i>Paul Sandoz</i>	Date 10/10/08	State Auditor's Signature <i>[Signature]</i>	Date 10/28/08